2003 CARE Act Data Report (CADR) Training
Sheraton Crescent Hotel, Phoenix, AZ
November 10-11, 2003
Agenda

All sessions and activities will be held in the Phoenix Ballroom unless otherwise noted.

Monday, November 10, 2003

8:00 – 9:00 a.m.	**Registration and Continental Breakfast**

9:00 – 9:15 a.m.   **Welcome and Introductions**
Alice Kroliczak, Ph.D.
Deputy Director (Acting), Office of Science and Epidemiology
Chief, Service Data Systems Branch
HRSA – HIV/AIDS Bureau

9:15 a.m. – noon   **Understanding the CARE Act Data Report**
(with 1 break)   HAB Support Team

Setting the Stage	Roy A. Walker, M.B.A.
Introduction to the CADR	Samantha Vondrak
Key Issues with the CADR	Samantha Vondrak
Next Steps	Robert Taylor

12:00 – 1:00 p.m   Lunch

1:00 – 1:15 p.m.   **Making the CADR Work for You**
Gregory Fant, Ph.D.
Health Statistician, Epidemiology and Data Analysis Branch
HRSA – HIV/AIDS Bureau

1:15 – 4:15 p.m.   **Using the Web to Submit the CADR**
(with 1 break)   HAB Support Team   Douglas R. Margulies, M.B.A.
Edouard Benjamin, Jr.

4:15 – 5:00 p.m.   **Tips for Training Providers**
Roy A. Walker, M.B.A.

5:00 p.m.   **Adjourn**

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Tuesday, November 11, 2003

7:30 – 8:00 a.m.	**Registration and Continental Breakfast**

8:00 – 11:00 a.m.   **Generating the CADR Using *RW* CAREWare Version 3.5**
John Milberg
Deputy Director, Service Data Systems Branch
Office of Science and Epidemiology
HRSA – HIV/AIDS Bureau

Introduction
- Overview of CAREWare
- Data Collection Using CAREWare

Tracking Agency and Client Level Data
- Agency Level Information
- Client Level Data: Locating Critical Fields in CAREWare
- Criteria for Selecting Clients for CADR Sections
- Counseling and Testing Data
- Selecting Titles III and IV Clients

Break

Producing, Verifying, and Submitting the CADR
- Selecting the Proper Template
- Handling Missing Data
- Viewing the CADR and Downloading the File
- Submitting the CADR Electronically

11:00 a.m.   **Adjourn**